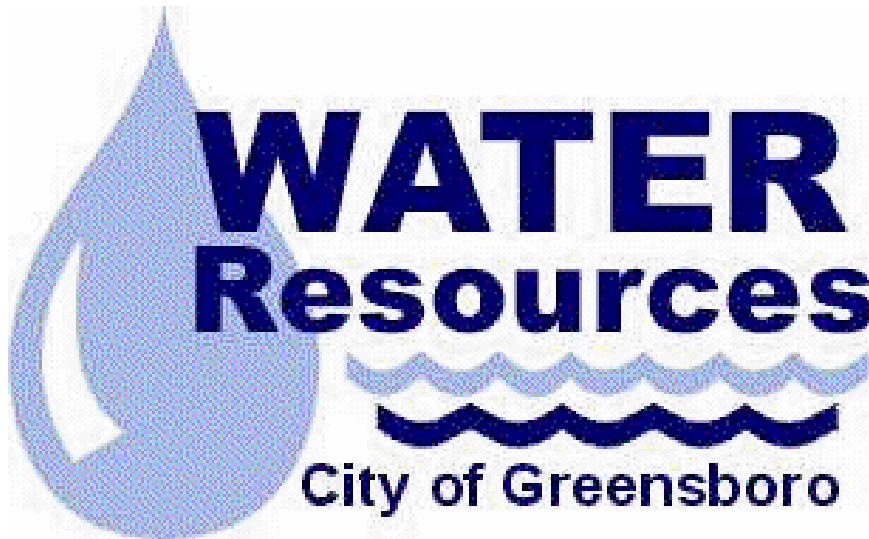


BMP Inspection Program

Standard Operating Procedures



Revised: January 2007

Purpose

General information concerning the inspection process for BMPs has been included in this document to provide guidance and assistance for BMP inspectors.

Introduction

The City of Greensboro Stormwater Management Division is committed to improving and enhancing the water quality of our community's surface water. Greensboro's surface water is of significant value to the community as its primary source of drinking water, as well as aesthetic beauty, wildlife propagation, and recreational value. A series of reservoirs in the northern portion of Guilford County comprise the municipal drinking water supply. Guilford County adopted watershed ordinances to protect that drinking water supply in 1984; the City of Greensboro adopted those same ordinances in 1991. As a result of those watershed regulations, all new development must design and install erosion control and water quality protection measures or Best Management Practices (BMPs) to protect the limited and valuable water supply. The most commonly installed BMP here in Greensboro is the wet detention pond.

The State of North Carolina Watershed Regulations, as well as the local ordinances, require that all BMPs be inspected annually to ensure that water quality is protected. Prior to 1997, the inspection of BMPs was the responsibility of the Engineering Department's Soil and Erosion Division. Due to the rapid growth of single family development, Erosion Control Inspectors had limited time to inspect various BMPs for the protection of water quality. In September of 1997, the Stormwater Management Division's Water Quality Section assumed the responsibility of annually inspecting BMPs. It was originally proposed that 100 wet detention ponds a year would receive a thorough inspection, while the remainder would at least receive a visual inspection. This thorough inspection conducted from a boat would include sediment measurements, riser and orifice inspection, etc. Pond owners were difficult to locate and a database and filing system needed to be established. Many stumbling blocks were identified throughout the process. As a result, the wet detention ponds and other BMPs were not receiving an annual inspection.

This document was first revised in 2002 to streamline the inspection process, organize the logistics (database, filing system, etc.), and evenly divide the workload evenly among the Water Quality Section, who will be responsible for the inspection of BMPs. This streamlined approach will accomplish an annual inspection of every BMP. Extensive coordination will need to take place as every BMP will entail different circumstances, and each inspector will be responsible for numerous inspections. Close coordination and extensive follow-up will need to take place with each and every owner. Other resources and agencies should be utilized when needed throughout the inspection process. Other resources include technical assistance and documentation from Stormwater Management's Planning and Engineering Section and Operations Management Section; Engineering and Inspection's Soil and Erosion Section; Guilford County Health Department; NC Cooperative Extension Service; NC Soil & Water Conservation; and NCDENR.

Inspection Process

Water Quality staff will be responsible for inspecting BMPs on an annual basis. Currently, inspections are being conducted according to the date of the last inspection; the BMPs with the oldest inspection dates are inspected first. Periodic status meetings are conducted during which new BMPs are distributed.

Research and Plan Review

Each inspector will conduct research to verify ownership of existing BMPs. Once ownership is established, the BMP (pond) database will be updated with the new information. The database is located in the master switchboard. An educational letter (see attachment #1) will be sent to the owner (only if ownership has changed) of the BMP to educate him or her about the annual inspection, as well as any potential requirements and timeframes the owner may be responsible for. Site and design plans should be thoroughly reviewed prior to conducting an on-site inspection of any BMPs.

Water Quality - [Water Supply Watershed BMP Database]

File Edit Insert Records Window Help

BMP Data: Water Supply Watershed Main Menu

General Information: BMP ID: **P001** BMP Type: Dry Detention Pond

Project Name: Walnut Circle Press

Location: 308 Friendship Drive

Owner: Walnut Circle Press Eng/Designer: Mitcham & Associates, P.A.

Address: 308 Friendship Drive Address: 5915 High Point Road

Greensboro NC 27409 Greensboro NC 27414

Phone #: 336-855-8070 Contact: PO Box 7257

Contact: Sam Way Phone #: (336) 292-2770

Inspection History:

Investigator	InspectionDate	Last Inspection
PWS	4/17/2001	6/5/1999
PWS	6/5/1999	10/18/1994
PWS	9/10/2002	4/17/2001

Record: 1 of 5

Water Supply Information: Watershed Name: High Point Classification: Sub-Basin: Major Basin:

Site Information: Total Site Area (ac): 2.3 Total B-U Area (ac): 1.414 Total B-U %:

Plan Number: C

Technical Data: Total Drainage Area to Pond: 2.3 Date of Final Plan Approval: 1/18/1994

Total B-U % for Pond Design: Type of Principal Spillway:

Land Use w/i DA: Type of Dam: earth

of inflow pipes:

Record: 34 of 444

Inspection

The inspection will include a thorough evaluation of the primary features of the BMPs. An inspection report will be filled out (attachments #3 and #4) to include all field notes. Particular attention should be given to the areas that follow.

Wet Detention Ponds

Dam & Emergency Spillway

The dam and emergency spillway are of primary importance in the protection of lives and property downstream in the event of a catastrophic failure. Excessive woody vegetation or the establishment of mature shrubs and trees can degrade the integrity of a dam by their root structure infiltrating the dam foundation. Further degradation can occur due to burrowing animals such as muskrats, mice, etc. Particular attention must be given to the inspection of the dam and spillway for any kind of cracks, seepage, or excessive erosion that may potentially cause a failure of the pond. The emergency spillway should be maintained from any excessive woody vegetation or significant erosion as well.

Inlets and Outlets

The inlets and outlets to and from the pond may become clogged with sediment, trash, or debris. Structural failure of an inlet or outlet may occur as a result of blockages or improper installation. Blockages should be removed and inlet or outlet pipes should be repaired/replaced as needed. The riser pipe and orifice holes should be visually inspected from shore to ensure they are clear from any blockages and that the pond appears to be draining properly.

Erosion

Erosion can be of minimal importance or it can be the most significant problem associated with the pond. Minor erosion should be noted and recommended to be corrected by revegetating. Major erosion on the dam or spillway, or where it impairs the sediment storage capacity of the pond, should be required to be corrected by regrading and vegetating or dredging. Erosion of side slopes may occur if the slopes are too steep and/or if there is limited vegetation to stabilize the slopes. On slopes with less than a 3:1 ratio, revegetation of the side slopes should be recommended to prevent erosion. On steep slopes, regrading the slope to less than a 3:1 ratio and then revegetating that slope should prevent erosion.

Sediment Storage Capacity

One of the major functions of the wet detention pond is to trap pollutants, including sediment. Periodic sediment removal is required to ensure continued treatment of stormwater runoff. A visual inspection of the pond forebay should reveal any excessive sedimentation problem. In the event that a pond should require sediment removal, sediment capacity calculations should be used to determine the extent of removal necessary to restore the pond to designed conditions.

Water Quality

Water quality problems in ponds may result from a number of sources. It could be a result of needed maintenance, upstream influences, or urban runoff. Algae or sedimentation will be the most likely problem observed, but on occasion, stagnation or fish kills may result for no apparent reason. Other problems will occur as well, such as oil, trash, bacterial growth, etc. Commonly, algae growth will occur when sedimentation has begun to fill in the pond and the nutrients do not

have enough room to settle out and be treated. Dredging to remove the sediment will generally resolve this issue. General appearance and overall function should be visually inspected to ensure proper function.

Other BMPs

Inspectors should seek the assistance of the Stormwater Management Division's Planning and Engineering Section for information concerning bioretention areas, constructed wetlands, or other types of BMPs.

Inspection Report

An inspection report (attachments #3 and #4) will be filled out with any recommendations or requirements necessary to improve water quality or return the BMP to design specifications. This inspection report will be mailed directly to the owner, allowing 90 days for all recommended or required items to be completed.

No Recommendations

If no problems were noted and no recommendations/requirements are to be made, the inspection report will be sent to the owner stating that the BMP was inspected, was in good condition, and that no recommendations/requirements will be made at this time.

Recommendations/Requirements

When recommendations/requirements need to be made to ensure a safe and properly functioning BMP, great care should be taken when making those recommendations/requirements. If **recommendations** are made, the inspection report will be sent to the owner stating specific actions needed to restore the pond and a date to complete the maintenance items. If **requirements** are made, the inspection report as well as a formal letter (attachment #5) should be sent certified. A copy of the formal letter should be given to the Water Quality Supervisor.

Required Items—Items that would be **required** by the owner include items that directly relate to the safety and primary design function of the BMP. Examples of required items might include excessive woody vegetation on the slope of the dam/spillway, evidence of burrowing animals, leaks, seepage, or cracks on the dam of wet detention ponds. Required items are problems that if not immediately addressed may cause structural or functional failure of the BMP. Excessive sedimentation causing impaired function of wet detention ponds is also an item that may be required by an owner. Again, sediment calculations should be made to back up any requirement that might include sediment removal.

Recommended Items—The vast majority of maintenance items can and should be **recommended** to the owner. Only items that may potentially cause safety concerns or primary function concerns need be **required**. Other items, such as minor erosion, small/minor vegetation or debris on spillway, etc., should be recommended maintenance items. Inspectors must use logic as well as discretion when deciding if a maintenance item should be considered required or recommended.

The BMP database should be updated with the results of the inspection.

The screenshot shows a software window titled "Water Quality" with a menu bar (File, Edit, Insert, Records, Window, Help) and a toolbar. The main content area is titled "Water Supply Watershed BMP Inspection History". It features a yellow header box with the text "BMP INSPECTION HISTORY: Water Supply Watershed". To the right of this header are three buttons: "MAIN MENU", "Return to BMP Form", and "PHOTOS". Below the header, there are input fields for "BMP ID:" (P001), "IID:" (1526), "Project Name:" (Walnut Circle Press), and "Project Location:" (308 Friendship Drive). The form is divided into three main sections: "Inspection Data:", "Report and Letter Information:", and "Maintenance Information:". The "Inspection Data:" section includes fields for "Investigator" (PWS), "Date of inspection" (7/19/2006), "Last Inspection" (11/15/2004), and "Date Re-Inspection". The "Report and Letter Information:" section includes checkboxes for "Inspection Report Sent" (checked), "Education Letter Sent", and "90-day Complete Work Date", along with "Date Sent" fields for each. The "Maintenance Information:" section includes checkboxes for "Required", "Recommended", and "None" (checked), and a "Notes" text area containing "No maintenance needed". At the bottom, there is a "Record:" status bar showing "1 of 5".

Instructions to copy photos into the pond database:

- 1) Follow the usual process to **add a new inspection record** to the database.
- 2) After entering all inspection data into the BMP Inspection History form, **click on the record selector bar** (vertical bar on the left side of the form) so it becomes shaded.
- 3) With the record selector bar shaded, **click on the Photos button**. The pond photos form will open.
- 4) On the pond photos form, note the **identification number** and the **inspection ID**.
- 5) To add a new photo to any field on the pond photos form (Upstream Face, Pipe Outlet, etc.), **open up the photo file** in your default image application (MS Photo Editor, MS Explorer, etc.) **and save as a jpeg file** to the following folder:

Y:\Divisional_Shared\by_images\Pond Photos

- 6) **Rename the photo file in the pond photos folder** according to the naming convention—a string of the BMP ID, the Inspection ID, the field abbreviation, and jpeg file extension. The field abbreviations are as follows:

DF = Downstream Face

DH = Downstream Hazard

UF = Upstream Face
PO = Pipe Outlet
SI = Stream Inlet

Following is an example of a photo file renamed according to the naming convention:

Diagram illustrating the naming convention for a photo file:

BMP ID: P288
Upstream Face Abbreviation: uf
Inspection ID: 896
JPEG File Extension: .jpg

The resulting filename is: P288896uf.jpg

- 7) After renaming and saving the jpeg file according to the naming convention, **open the pond photos form and click the Refresh button** in the top right corner of the form. The photo image will load into the field referenced in the renamed photo jpeg file.

Water Quality


File Edit Insert Records Window Help


Watershed Pond Photos


Main Pond Photos: [MAIN MENU](#) [REFRESH](#) [Return to BMP Form](#) [Inspection History Form](#)


Identification number: P001 Inspection ID: 1526 Project Name: Walnut Circle Press Project Location: 306 Friendship Drive


Date of Inspection: 7/19/2006

Upstream Face: 

Stream Inlet: 

Pipe Outlet: 

Downstream Face: 

Downstream Hazard: 

Follow-Up

For ponds with recommended/required items, periodic contact should be made with the owner to ensure that the recommended/required items will be completed by the scheduled date. A contact log (attachment #2) should be kept in that BMP's file documenting any phone or written contact with the owner. Technical assistance and education will be the approach used when contacting

owners and encouraging them to complete the recommended/required items. Once all the items are completed, the inspector has two options available:

1. A reinspection of the site to ensure that the items were satisfactorily completed. A follow-up letter (attachment #6b) stating that a reinspection was conducted and items were satisfactorily completed will then be sent to the owner for his or her records and placed in the file. This option is mandatory when documenting completion of required items and optional (at the inspector's discretion) when documenting recommended items.
2. If the recommended items do not justify an additional on-site visit, then the inspector can document that they were informed by the owner (for example, via a telephone conversation) that the items were completed and close the inspection process. A follow-up letter (see attachment #6a) documenting the conversation should be sent to the owner for his or her records and placed in the file. Keep in mind that this option should only be utilized in situations where the inspector has worked closely with the owner and trusts that the recommended items have truly been satisfactorily completed.

The BMP database should again be updated to show when the items were completed. An electronic copy of the letters is stored by the individual inspector.

Enforcement

If the recommended items are not completed by the end of the 90-day deadline, a letter may be sent to the owner (attachment #7) stating that the City of Greensboro will not pursue enforcement procedures at the present time. It reminds owners that the maintenance of BMPs is the sole responsibility of the owner and the City of Greensboro accepts no liability in the event of failure.

If required items are not completed by the end of the 90-day time period, or if any additional time extensions granted and all attempts to cooperatively work with the owner have failed, the owner will be sent a Notice of Violation (attachment #8). This letter states that the work may be completed by the city's chosen contractor, at the owner's expense, and may include civil penalties. The Stormwater Management Division Manager should be copied on the violation letter. Typically, a follow-up inspection will be made 30 days after the date of the letter to determine if the required items have been completed. After 30 days if the items are still not completed, a second Notice of Violation will be sent (see attachment #9), allowing 14 days for the items to be completed. At this time, the Stormwater Operation Management Section, appropriate staff from the city's Department of Field Operations and Legal Department should be notified of the situation and copied on the second violation letter. If the maintenance items are still not completed by that time, the City of Greensboro may choose to proceed with enforcement. This process will be in accordance with the ordinance (Chapter 30, Article VII 1.6d) and follow all applicable guidelines. In certain circumstances, enforcement procedures under Chapter 27 (Article VI, Section 27-52) may also be used to ensure that the required items are completed.

Owner's Responsibility

- It is the owner's ultimate responsibility to perform routine and nonroutine maintenance to ensure a properly functioning and safe BMP.
- The owner is liable should a BMP fail.
- In the event of an assessment or enforcement proceeding, it is the owner's responsibility to repay the city for all work rendered and all fines assessed.

Inspector's Responsibility

- Upon satisfactory completion of all the recommended or required items, the inspector will update all files and databases.
- The inspector will inform the Water Quality Supervisor of any and all potential situations that may result in an assessment or enforcement procedure.
- The inspector will work cooperatively with Soil and Erosion, Stormwater's Planning and Engineering Section and Operations Management Section, and other departments to initiate and follow-through with the assessment or enforcement process.

Water Quality Supervisor's Responsibility

- The Water Quality Supervisor will work closely with the inspector throughout the assessment or enforcement process to ensure that everything goes smoothly and that all procedures are properly followed.
- The Water Quality Supervisor will explore other avenues (ordinance revisions, enforcement procedure revisions, etc.) to ensure that the BMP inspection program protects water quality.

Currently, all assessment procedures will follow those outlined in Chapter 30, Article VII 1.6d. All enforcement procedures will follow the Stormwater Management Division's Enforcement Procedures, last revised February 2002. The procedures are universal for the Stormwater Management Division and coincide with Chapter 27 of the City of Greensboro's Stormwater Management Ordinance. Extensive coordination with other sections of the Stormwater Management Division should take place to ensure proper procedures are followed.

Filing

All documentation, site plans, field notes, inspection reports, letters, and records of phone calls (contact log) for each BMP inspection should be kept in a hard copy format in the corresponding file folder. All BMP files are stored in the watershed filing cabinets, which are located in the Stormwater library. They are filed alphabetically according to street name of the BMP site.

Attachment #1
Education Letter (sent only if ownership has changed)

Date

Name

Business Name

Address

City, State Zip

RE: Annual *BMP* Inspection

Dear *Name*:

During *date* the City of Greensboro Stormwater Management Division will be conducting an annual inspection of the *type of BMP (wet pond, biocell, etc.)* in your control or ownership located at *address*. State and local regulations require an annual inspection of all structural best management practices (BMPs) to ensure the proper function of these structures. This inspection will focus on key structural components, sediment capacity, and maintenance practices.

Stormwater Management will notify you of the results of the inspection and any recommendations or requirements to ensure the proper functioning of your BMP. If there are any recommendations or requirements, you will have 90 days to complete those maintenance items. Staff will also be available to offer technical assistance and answer any questions you may have concerning your BMP.

Enclosed is some general information on routine and nonroutine maintenance for typical *wet detention ponds*. If you have any questions concerning your BMP or the enclosed information, please feel free to contact me at (336) 373-####.

Sincerely,

Inspectors name, title

Stormwater Management Division

Enclosure

cc: Watershed file

Attachment #2

TELEPHONE CALL LOG

Call To: _____ Date: _____
Call From: _____ Time: _____
Comments: _____

Call To: _____ Date: _____
Call From: _____ Time: _____
Comments: _____

Call To: _____ Date: _____
Call From: _____ Time: _____
Comments: _____

Call To: _____ Date: _____
Call From: _____ Time: _____
Comments: _____

Call To: _____ Date: _____
Call From: _____ Time: _____
Comments: _____

Call To: _____ Date: _____
Call From: _____ Time: _____
Comments: _____

Attachment #3 Detention Pond Inspection Report



STORMWATER DETENTION POND INSPECTION REPORT CITY OF GREENSBORO - STORMWATER MANAGEMENT DIVISION

Contact Name: _____ Inspector: _____
 Address: _____ Date: _____
 Phone: _____
 Location: _____ ID No.: _____

The State of North Carolina and City of Greensboro Development Ordinance requires an annual inspection of all structural water quality detention ponds to ensure that they are being properly maintained and are functioning as originally designed.

The results of this year's inspection are as follows:

- ☐ Visual inspection found no apparent problems with the structure.
☐ Please complete the following repairs and/or maintenance items within 90 days of this report.

<u>EARTHEN DAM OR RETAINING WALL</u> ___ Remove trees and woody vegetation. ___ Remove/trap burrowing animals ___ Re-seed and repair bare areas or gullies. ___ Repair holes, depressions, and/or cracks. ___ Repair seepage, leakage, and/or "piping".	<u>PRINCIPAL AND WATER QUALITY SPILLWAYS</u> ___ Remove trash and/or debris from trash rack. ___ Clear obstructed water quality orifice(s). ___ Repair leaking and/or damaged riser/barrel. ___ Repair leaking and/or damaged concrete spillway. ___ Repair eroded or blocked outlet pipe. ___ Replace or unclog filter gravel around riser.
<u>EMERGENCY SPILLWAY</u> ___ Remove trees and woody vegetation. ___ Re-seed and repair bare areas or gullies. ___ Replace or repair displaced rip-rap. ___ Remove obstructions from spillway.	<u>GENERAL POND MAINTENANCE</u> ___ Repair eroded inlet channel. ___ Re-seed and/or repair bare areas or gullies. ___ Replace or repair rip-rap at inlet pipe(s). ___ Remove trash and/or debris from pond area. ___ Remove accumulated sediment from pond. ___ Mow and regularly maintain vegetation.

Additional Comments and Maintenance Concerns: _____

Proper operation and maintenance are the sole responsibility of the property owner, and a vital part of ensuring the effectiveness of your detention pond. If you fail to complete the above maintenance in a timely manner, please be advised that the City of Greensboro reserves the right to complete the maintenance, and assess the owner for any costs or damages incurred. You will be notified if the City chooses to pursue this action.

Please inform this office of the date when work is completed, and if you should have any questions or comments concerning these items or future maintenance issues, please feel free to contact me at (336) 373-2737.

Inspected by: _____ Title: _____

Revised 03/06/02

Attachment #4 Bioretention Area Inspection Report



STORMWATER BIORETENTION AREA INSPECTION REPORT CITY OF GREENSBORO - STORMWATER MANAGEMENT DIVISION

Contact Name: _____	Inspector: _____
_____	_____
Address: _____	Date: _____
_____	_____
Phone: _____	_____
_____	_____
Location: _____	ID No.: _____
_____	_____

The State of North Carolina and City of Greensboro Development Ordinance requires an annual inspection of all stormwater bioretention areas to ensure that they are being properly maintained and are functioning as originally designed.

The results of this year's inspection are as follows:

☐
☐

Visual inspection found no apparent problems with the structure.

Please complete the following repairs and/or maintenance items within 90 days of this report.

INLET(S)

- ___ Unclog inlet pipe(s).
- ___ Fill and stabilize channels or gullies.
- ___ Replace or repair gravel or rip-rap at inlet(s).
- ___ Repair eroded or blocked outlet pipe.

MULCH LAYER

- ___ Rake and evenly distribute mulch layer.
- ___ Remove and replace mulch layer.

PLANTINGS

- ___ Replace dead or dying plants.
- ___ Provide correct spacing and stocking of plants.

EMERGENCY OVERFLOW

- ___ Remove trash and/or debris from grate.

DRAINAGE

- ___ Investigate cause of standing water or poor drainage.

GENERAL MAINTENANCE

- ___ Remove trash and/or debris from area.

Additional Comments and Maintenance Concerns: _____

Proper operation and maintenance are the sole responsibility of the property owner, and a vital part of ensuring the effectiveness of your bioretention area. If you fail to complete the above maintenance in a timely manner, please be advised that the City of Greensboro reserves the right to complete the maintenance, and assess the owner for any costs or damages incurred. You will be notified if the City chooses to pursue this action.

Please inform this office of the date when work is completed, and if you should have any questions or comments concerning these items or future maintenance issues, please feel free to contact me at (336) 373-2737.

Inspected by: _____ Title: _____

Revised 09/27/02

Attachment #5
Inspection Report Letter with Requirements
(sent certified with inspection report)

Certified Mail
First Class Mail

Date

Name

Business Name

Address

City, St Zip code

RE: Inspection of *BMP*

Dear *Name*:

On *date*, the City of Greensboro Stormwater Management Division completed an inspection of the *type of BMP (wet pond, biocell, etc.)* in your ownership located at *address*. State and local regulations require an annual inspection of all structural best management practices (BMPs) to ensure the proper functioning of these structures. This inspection focused on key structural components, sediment capacity, and maintenance practices of the BMP.

The inspection found that the following items are required to restore and/or enhance the effectiveness of the BMP. The City of Greensboro allows the following items to be completed within 90 days from the date of this letter prior to commencement of enforcement action. Please complete all items on or before *date*, after which an additional inspection will occur.

- *Remove all woody vegetation from dam and spillway.*
- *Remove sediment from pond to original engineering design specifications. Work should be completed by a qualified contractor using proper Sediment and Erosion Control measures in accordance with the North Carolina Erosion and Sediment Control Planning and Design Manual, latest edition. This shall include, but not be limited to, temporary measures, proper soil disposal and permanent stabilization.*

Proper operation and routine maintenance are a vital part of ensuring the effectiveness of your BMP and is the sole responsibility of the owner. The City of Greensboro accepts no liability in the event of failure of the BMP. If you should have any questions or comments concerning the required items or the time frame, please feel free to contact me at (336) 373-####.

Sincerely,

Inspectors name, Title

Stormwater Management Division

cc: David Phlegar, Water Quality Supervisor
Watershed file

Attachment #6a
Final Letter—Recommended Completed
(verified with phone call)

Date

Name

Business Name

Address

City, St Zip

RE: Completion of Recommended Maintenance Items

Dear *Name*:

On *date*, the City of Greensboro Stormwater Management Division conducted an inspection of the *type of BMP (wet pond, biocell, etc.)* in your ownership or control located at *address*. An inspection letter with recommended items to be completed was sent to you on *date*, allowing 90 days for the completion of those items. The item(s) originally recommended were as follows:

- *Mow small brush and woody vegetation on dam and emergency spillway.*
- *Remove trash and debris from trash rack on riser pipe.*
- *Any other relevant information needed to be addressed.*

Based on our telephone conversation on *date*, it was determined that the recommended items have been satisfactorily completed. Continued routine maintenance is a vital part of ensuring the effectiveness of your BMP and is the sole responsibility of the owner.

The City of Greensboro Stormwater Management Division appreciates your cooperation in completing the recommended items within the given time frame. If you should have any further questions or concerns regarding your BMP, please feel free to contact me at (336) 373-####.

Sincerely,

Inspectors name, Title

Stormwater Management Division

cc: Watershed file

Attachment #6b
Final Letter - Recommended/Required Completed
(verified with on-site inspection)

Date

Name

Business Name

Address

City, State zip

RE: Completion of *Recommended/Required* Maintenance Items

Dear *Name*:

On *date*, the City of Greensboro Stormwater Management Division conducted an inspection of the *type of BMP (wet pond, biocell, etc.)* in your control or ownership located at *address*. An inspection letter with *recommended/required* items to be completed was sent to you on *date* allowing 90 days for the completion of these items. The item(s) originally *recommended/required* were as follows:

- *Remove trash and debris from trash rack on riser pipe.*
- *Signs of burrowing rodents; remove or trap accordance with NC wildlife regulations and fill holes to prevent further damage to earthen dam.*

On *date*, a follow-up inspection of your BMP was conducted by Stormwater Management. This inspection revealed that the *recommended/required* items have been satisfactorily completed. Continued routine maintenance is a vital part of ensuring the effectiveness of your BMP.

The City of Greensboro Stormwater Management Division appreciates your cooperation in completing the *recommended/required* items within the given time frame. If you should have any further questions or concerns regarding your BMP, please feel free to contact me at (336) 373-####.

Sincerely,

Inspectors name, Title

Stormwater Management Division

cc: Watershed file

Attachment #7
After 90 Days - Recommended Items not Completed

Date

Name

Business Name

Address

City, St Zip

RE: Recommended Maintenance Items

Dear *Name*:

On *date*, the City of Greensboro Stormwater Management Division conducted an inspection of the *type of BMP (wet pond, biocell, etc.)* in your ownership or control located at *address*. An inspection letter with recommended items to be completed was sent to you on *date*, allowing 90 days for the completion of those items. The item(s) originally recommended items were as follows:

- *Mow small brush and woody vegetation on dam and emergency spillway.*
- *Remove trash and debris from trash rack on riser pipe.*
- *Any other relevant information needed to be addressed.*

On *date*, a follow-up inspection of your BMP was conducted by Stormwater Management. This inspection revealed that the maintenance items have not been satisfactorily completed. The City of Greensboro has determined not to pursue enforcement procedures at this time concerning the above stated items.

In accordance with Chapter 30 (Water Supply and Watershed Protection Regulations) of the City of Greensboro's Development Ordinance, routine and nonroutine maintenance of BMPs, including *wet detention ponds*, is the sole responsibility of the owner; the City of Greensboro accepts no liability in the event of functional or structural failure. You will be notified if further action is required.

If you should have any further questions or concerns regarding your BMP, please feel free to contact me at (336) 373-####.

Sincerely,

Name, title

Stormwater Management Division

cc: David Phlegar, Water Quality Supervisor
Watershed file

Attachment #8
1st Notice of Violation

Certified Mail—Return Receipt Requested
First Class Mail

Date

Highest Ranking Local Official Name, Title
Company/Business
Corporate Address

RE: Notice of Violation
City of Greensboro Code of Ordinances
Chapter 30, Article VII Section 1.6(d)
Violation location: ***Address***

Dear ***Highest Ranking Local Official name:***

The City of Greensboro Stormwater Management Division has found that ***company name***, located at ***address*** in Greensboro, North Carolina, is in violation of City of Greensboro Code Chapter 30, Article VII, Section 1.6(d), which states as follows:

Maintenance of engineered stormwater controls shall be performed at such time as the designated sediment storage volume of the structure has been lost to sediment or a part of the installation is not functioning as originally designed...In case of failure by the responsible party to perform the required maintenance or repairs within the stated period, the City may perform such maintenance or repairs and recover all costs attendant thereto from the property owner or owners' association.

On ***date of inspection***, the City of Greensboro Stormwater Management Division completed an inspection of the ***wet detention pond*** in your ownership or control located at ***address***. An inspection letter with required maintenance items was sent to you on ***date letter sent***, allowing 90 days for the completion of those items prior to the beginning of enforcement action. On ***date***, a follow-up inspection determined that the required items have not been completed.

To comply with Chapter 30 of the City of Greensboro Code of Ordinances, it will be necessary to conduct the following corrective action(s):

♦ ***List what is required for compliance.***

In accordance with the City of Greensboro Code of Ordinances, failure to comply with this notice may result in the city performing the required work and recovering all costs from the property owner including any penalties assessed against the City as a result of the violation. This Notice of Violation letter serves as notice that the City may take any and all enforcement action to remedy the situation, including but not limited to civil penalties.

Stormwater Management Division staff will conduct a follow-up inspection on ***30 days later*** to ensure compliance with the aforementioned ordinance. Proper operation and maintenance are a vital part of ensuring the effectiveness of your BMP and is the sole responsibility of the owner. The City of Greensboro accepts no liability in the event of BMP failures.

If you have any questions concerning this Notice of Violation, please contact me at (336) ***373-####***.

Sincerely,

Name of employee, Title
Stormwater Management Division

cc: Kenney McDowell, Stormwater Division Manager
David Phlegar, Water Quality Supervisor
Enforcement File

Attachment #9
2nd Notice of Violation

Certified Mail—Return Receipt Requested
First Class Mail

Date

Highest Ranking Local Official Name, Title
Company/Business
Corporate Address

RE: Second Notice of Violation
City of Greensboro Code of Ordinances
Chapter 30, Article VII Section 1.6(d)
Violation location: ***Address***

Dear ***Highest Ranking Local Official name:***

The City of Greensboro Stormwater Management Division has found that ***company name***, located at ***address*** in Greensboro, North Carolina, is in violation of City of Greensboro Code Chapter 30, Article VII, Section 1.6(d), which states the following:

Maintenance of engineered stormwater controls shall be performed at such time as the designated sediment storage volume of the structure has been lost to sediment or a part of the installation is not functioning as originally designed...In case of failure by the responsible party to perform the required maintenance or repairs within the stated period, the City may perform such maintenance or repairs and recover all costs attendant thereto from the property owner or owners' association.

Employee name of the Stormwater Management Division determined the violation on ***date***, following an on-site observation at ***address***, that revealed that the ***wet detention pond*** is not functioning as originally designed. To comply with Chapter 30 of the City of Greensboro Code of Ordinances, it will be necessary to conduct the following corrective actions:

- ***List what is required for compliance***

Please be advised that a previous Notice of Violation was issued for the same offense on ***date of 1st NOV***. In accordance with the City of Greensboro Code of Ordinances, failure to comply with this notice could result in the City performing the required work and recovering all costs from the property owner, including any civil penalties or penalties assessed against the City as a result of the violation.

The City will reinspect the ***BMP*** on ***14 days later***. If no progress has been made by ***date***, the City reserves the right to perform the required items at any time and proceed with any and all enforcement action to remedy the situation, including but not limited to civil penalties, in addition to the above costs. Please keep in mind that all required maintenance items must be completed as originally designed on the approved plans to ensure a properly functioning device for the protection of water quality. Proper operation and routine maintenance of the BMP is the sole responsibility of the owner, and the City of Greensboro accepts no liability in the event of BMP failure. This letter will serve as your final notification.

If you have any questions concerning this Notice of Violation, please contact me at (336) ***373-####***.

Sincerely,

Employee name, Title
Stormwater Management Division

cc: Kenney McDowell, Stormwater Division Manager
David Phlegar, Water Quality Supervisor
Ade Idowu, Operations Management Supervisor
Jerry Kontos, Legal Department
Mike Mabe, Field Operations Streets and Stormwater Maintenance Manager
Watershed File